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FILED:
RETURN TO
RECORDS MANAGEMENT DIVISION

1 August 1956

MEMORANDUM FOR: Chief, RI

SUBJECT: PC Monthly Report for July 1956

1. Cards forwarded to Main Index as result of Projects: 4,128

2. Total Projects 274

Opened this month 5
Opened prior months 50
Total Oper. Projects.....55

Closed this month 1
Closed prior months 218
Total Closed Projects.....219

3. Records Management

a. Records Retired to RI/AR

Division or Staff	Items	Amount in Cu. Ft.
CM	1	.4
TSS	5	7.2
IO	9	6.2
[redacted]	3	17.0***
FE	21	7.5***
[redacted]	5	.6
[redacted]	3	83.0
[redacted]	2	3.6
[redacted]	1	.1
[redacted]	3	2.0
[redacted]	1	60.0
Total	54	127.8

127.8

*** Field Files 17.0
*** Field Files .5

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b. Records Retired to NI/VI

Division or Staff	Items	Amount in Cu. Ft.	
NE	4	.4	
FE	18	3.5	
NEA	30	3.7	
WE	23	4.5	
VE	31	4.1	
Total	106	16.2	16.2

c. Records Retired to CIA Library

Division or Staff	Items	Amount in Cu. Ft.	
NEA	1	.1	.1
Total	1	.1	

d. Records Destroyed (Non-Record Material)

Division or Staff	Items	Amount in Cu. Ft.	
FE	1	.3	
NI	4	23.5	
Total	5	23.8	23.8
Total Records Retired and Destroyed			167.9

e. Vital Documents

Packages IN.....241
Packages OUT.....405

Microfilm Reels IN.....113
Microfilm Reels OUT.....68

4. Filing Equipment and Forms Control

a. Filing Equipment Approved

4 drawer legal size safe.....7
5 drawer legal size file cabinet.....67
5 drawer 3 x 5 card safe.....1

b. Forms Approved.....3

5. NI/PC Typist, typed 4128 cards in 1½ hours.

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25X1A9a 6. Mr. [redacted] is continuing to survey [redacted]

25X1A9a 7. Mr. [redacted] is continuing to survey [redacted] and the files of the DCI in conjunction with Mr. [redacted].

25X1A9a 8. Mr. [redacted] participated in Operation Alert for three days, 23 July thru 25 July 1956.

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[redacted]

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